



DEPARTMENT OF THE NAVY
NAVAL TRAINING CENTER
2601A PAUL JONES ST
GREAT LAKES, ILLINOIS 60088-5000

NTCGLAKESINST 10340.1D
N23

NOV 16 1998

NTC GREAT LAKES (COMPLEX³) INSTRUCTION 10340.1D

From: Commander, Naval Training Center, Great Lakes

Subj: NUMBER SIX FUEL OIL, CARRIED IN NAVY STOCK ACCOUNT AND
OTHER NOT CARRIED FUELS

Ref: (a) NAVSUP Manual, paras 26281-2, 6-9
(b) NAVSUPINST 4440.115G
(c) NAVCOMPINST 7000.42A

1. Purpose. To promulgate procedures for submitting fuel oil requirements to Defense Fuel Supply Center (DFSC), ordering against DFSC fuel oil contracts, and receiving/issuing of subject fuel oil.

2. Cancellation. NTCGLAKESINST 10340.1C. This instruction has been substantially revised and should be reviewed in its entirety.

3. Background

a. DFSC's Contract Bulletin for domestic fuels includes "number six" fuel oil support for Great Lakes. Annual Naval Training Center (NTC) Great Lakes' fuel oil requirements are provided to DFSC by Supply and Logistics Operations in accordance with reference (a).

b. As needed, NTC Supply and Logistics places orders against the DFSC contracts. The fuel oil is carried in the Navy Stock Account (NSA) until such time as Navy Public Works Center (PWC) requisitions the fuel for use in NTC's various power plants. Other "not carried" fuel types are requisitioned on an "as required" basis for direct delivery to the requisitioner.

4. Procedures. The following procedures for submitting requirements to DFSC, ordering against fuel contracts, and receiving/issuing fuel oil shall be observed:

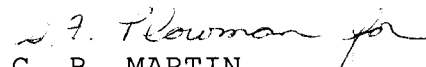
a. Annual Requirements. Annually, but not later than 15 October, customers will submit by memorandum to NTC Supply and Logistics (Code N232) estimated future requirements for the following year beginning 1 May. Supply and Logistics will collate and submit these requirements to DFSC per reference (a).

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b. Ordering. Ordering of fuel against an existing fuel contract is accomplished by use of a NAVCOMPT Form 2276. The NC 2276 shall be submitted to NTC Supply and Logistics (Code N232), and should indicate the quantity of fuel required, the delivery date, and delivery point. Based on this information, Supply and Logistics (Code N232) will initiate a stock replenishment slip citing either a standard price or Defense Business Operating Fund (DBOF) and forward to the Purchasing Department (Code N232) for action. A purchase order will be initiated by the Purchasing Department and be forwarded to the applicable contract vendor for supply action. Open purchase requirements will be forwarded directly to DFSC.

c. Receipt and Issue Processing. Customers will visually inspect the fuel oil delivered by a contractor prior to acceptance for the presence of water or contaminants. Upon acceptance, customer personnel will sign the delivery tickets acknowledging receipt, with the quantity subject to temperature correction adjustments. The signed delivery ticket will be forwarded to Supply and Logistics, Code N232, no later than the first working day after each delivery. Supply and Logistics, Code N232, will input receipt of material. A DD Form 250 is forwarded as cited on the order (DD Form 1155) if shipments are other than complete, such as various delivery dates or partial shipments. A DD Form 1155 is forwarded as cited on all complete shipments. At the end of each month, PWC will compute the quantity of "number six" fuel oil consumed. A copy of the computation and a requisition document (DD Form 1348) for the amount of fuel consumed will be forwarded to Supply and Logistics, Code N232, for transaction ledger recording. Amendments to purchase orders are required if deliveries are not within the guidelines of the contract and reference (c).

d. Inventory. Per reference (b), PWC will conduct a monthly physical inventory of bulk petroleum products and report the results to NTC Supply and Logistics (Code N231A). Losses will be charged to the activity using the fuel.


C. B. MARTIN
Chief of Staff, Operations

Distribution:

NTCGLAKESINST 5216.5M

List I, II (Case A), III-A, C, IV, VI, VII, VIII

PWC (1A) (4 copies)



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N23

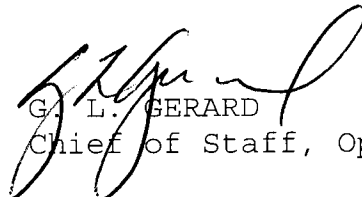
JAN 14 2000

NTC GREAT LAKES (COMPLEX³) INSTRUCTION 10340.1D CHANGE
TRANSMITTAL 1

From: Commander, Naval Training Center, Great Lakes

Subj: NUMBER SIX FUEL OIL CARRIED IN NAVY STOCK ACCOUNT AND
OTHER NOT CARRIED FUELS

1. Purpose. To issue Change 1 to the basic instruction.
2. Action. Make the following pen and ink changes to basic instruction:
 - a. Page 1, paragraph 1, line 2; change "Defense Fuel Supply Center (DFSC)", to read "Defense Energy Supply Center (DESC)".
 - b. At each of the following instances, change "DFSC" to "DESC".
 - (1) Page 1, paragraph 1, line 3.
 - (2) Page 1, paragraph 3a, lines 1 and 4.
 - (3) Page 1, paragraph 3b, line 2.
 - (4) Page 1, paragraph 4, line 2.
 - (5) Page 2, paragraph 4b, last line.


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Chief of Staff, Operations

Distribution:

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